

PARK USE PERMIT APPLICATION (Wedding Ceremony)

City of San Diego/Park & Recreation – Developed Regional Parks Division

2125 Park Boulevard, San Diego, CA 92101

Phone (619) 235-1169 Fax (619) 235-1197

Applications must be Submitted in Person (Within San Diego County)

Monday, Wednesday, Friday

8:30 – 11:00 am / 1:00 – 4:00 pm

Permittee _____

Address _____

City, State: _____

Telephone Number _____ Fax Number _____

Contact Person (Day of Event) _____ Cell Number _____

Event Organizer – No ☐ Yes ☐ Name of Event Organizer _____

Written authorization submitted on the Permittee's letterhead stationery is required which authorizes event organizer to apply for PUP on its behalf. Event organizer is not permitted to submit Park Use Permit application without providing this written authorization.

Requested Event Date _____ **Number of People:** _____

| | | | |
|---------------------------------------|--|--|---|
| Shoreline Parks: | <input type="checkbox"/> E.B. Scripps Park | <input type="checkbox"/> Cuvier Park | <input type="checkbox"/> Calumet Park |
| **Balboa Gardens: | <input type="checkbox"/> Alcazar Garden | <input type="checkbox"/> Rose Garden | <input type="checkbox"/> Zoro Garden |
| | <input type="checkbox"/> *Admin Courtyard | <input type="checkbox"/> *Redwood Circle | <input type="checkbox"/> *Marston grounds |
| Presidio Park: | <input type="checkbox"/> Inspiration Point | <input type="checkbox"/> Palm Canyon | <input type="checkbox"/> Padre Cross |
| | | | <input type="checkbox"/> The Arbor |
| <input type="checkbox"/> Other: _____ | | | |

Time Frame: (4 Hour maximum time period) Ceremony start time: _____ am pm

Set Up: _____ am pm Clean Up: _____ am pm

Equipment Set Up: Chairs # _____ Archway # _____ Canopy # _____

Certain types of equipment may adversely effect the turf in the parks, please describe the type and amount of equipment to be used at your event (i.e. tables, chairs, archways, etc.) If it is determined that there will be an adverse effect, you will be notified.

**** A maximum of 20 chairs is allowed for set up in Balboa Park Gardens**

Alcohol Yes ☐ No ☐ * Alcohol prohibited per City Ordinance

Alcoholic beverages are permitted from **12 PM to 8 PM** in most areas of the Park/beaches (SDMC). Glass containers of any kind, including champagne bottles, are prohibited on the beaches and all park areas (SDMC 56.54). Vehicles are not permitted on lawns, beaches (sand) and Park walkways at any time.

Application must be completed and received by this office at least 15 Calendar Days in advance for a "Standard" Permit and 30 Calendar days for a permit with special requirements. If this event is canceled, notice must be given to this office at (619) 235-1169.

"I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of San Diego. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of San Diego. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request."

(Print Name)

(Signature)

(Date)